

EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To analyze, plan, design, implement, and administer EMS programs as well as other department and community oriented programs, including Advanced Life Support (ALS), Basic Life Support (BLS), immunizations, Continuous Quality Improvement (CQI)/problem resolution, EMS certification, and other education and improvement programs.

Supervision Received and Exercised:

Receives general direction from the Battalion Chief or from other supervisory or management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Evaluate Emergency Medical Services (EMS) data; identify methods of effective emergency medical care; identify methods to correct complex medical issues and patient care delivery situations; design quality assurance programs to measure program outcome and effectiveness; and develop SOP's, educational and operational programs, and make other medical recommendations.
- Conduct research and analysis of current and future EMS issues and trends to ensure the Fire Department's medical services reflect the most current technology and service delivery alternatives.
- Recommend and assist the Battalion Chief assigned to EMS in the implementation of goals and objectives for EMS programs, projects and systems; establish schedules and methods for EMS operations; assist in the implementation of policies, procedures, programs, methods and systems as appropriate.
- Serve as a liaison between the Fire Department and hospitals, medical direction authorities, ambulance supervisors, and other outside agencies regarding EMS activities, procedures, and policies.

CITY OF TEMPE

Emergency Medical Services (EMS) Coordinator (continued)

- Conduct EMS training activities and classroom instruction sessions including Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), CPR, and/or Emergency Medical Technician (EMT) programs.
- Communicate with Fire personnel, citizens, and other customers in identifying and resolving EMS issues.
- Perform ride-alongs with emergency vehicles during emergency calls to evaluate EMS services under emergency scene conditions.
- Assist in the preparation of comprehensive EMS budget documents; assist in the preparation and administration of the EMS annual budget; prepare cost estimates for EMS budget recommendations and submit justifications for EMS budget items; and monitor EMS budget expenditures and assist in the budget control.
- Prepare and staff public information displays, health fairs, and other related events.
- Perform other related duties as assigned.

Minimum Qualifications:

Experience:

Four years experience in the medical field, including two years of responsible experience in one of the following fields: Emergency Room Nurse, Pre-hospital Flight Nurse, Pre-hospital Manager/Coordinator, Fire Department EMS Coordinator, EMS Educator, or Paramedic Program Coordinator.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in Nursing, Emergency Medical Services, or degree related to the core functions of this position.

Licenses/Certifications:

Registered Nurse licensed to practice in the State of Arizona.

Possession of, or required to obtain within one year of appointment, an instructor certificate in the following areas:

Basic Life Support (BLS)
Advanced Cardiac Life Support (ACLS)
Pediatric Advanced Life Support (PALS)
Emergency Medical Technician (EMT)

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Emergency Medical Services (EMS) Coordinator (continued)

CPR Certificate of Instruction

Requires the possession of a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 311

Status: Exempt / Classified